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12 February 1960

MINUTES OF MEETING OF RMOS OF THE CS
(1400 hours, Room 1037 K, 10 February 1960)

1. Representatives of all the Divisions and Staffs were present except: GCD, WPS, DPD and DEP/PC.
2. The main purpose of the meeting was to discuss ways and means of initiating progress in the disposition of unnecessary and marginal file holdings of the CS. The Disposition Guide for Auxiliary Paper Holdings (8 February draft) was distributed with emphasis that this is a guide for use by the responsible officials at headquarters and in the field and with the request for suggestions for improvement of the Guide to make it more realistic and useful. The Guide will be submitted for approval at an early meeting of the CS Records Committee as a supplement to Chapter III of the CS Records Handbook. The latter will be issued as soon as it is reviewed by the General Counsel to insure the legality of the disposition instructions contained therein. The Disposition Guide may be sent to field installations via a Book Dispatch from the Division concerned.
3. In the discussion of the problem of disposition of CS file holdings, the following points emerged:
 - a. Management of file holdings is a command responsibility and the impetus must come through command channels from the Division/Staff chiefs.
 - b. Progress in disposal of file holdings was reported as follows:
 - (1) PP Staff. More than 800 cubic feet of files have been purged within the last six months. ✓
 - (2) TSS. With the full support of Chief, TSS, emphasis has been given to the disposition of file holdings prior to 1958. ✓
Fifty boxes have been retired from two TSS Divisions.
 - (3) FE. An arbitrary cut in the available number of safes has produced results in the past and a similar reduction is being considered in the near future. A review of non-CS produced material (para. 5.b. of COPS memo of 11 January) resulted in a 25% reduction of such material. Further reductions, especially in the number of copies of infrequently issued periodicals, are anticipated.

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See note

(4) WE. Some results by indirection -- although file holders resisted disposition at time of discussion, the holder is discovered several days later destroying older files. The mere act of preparing a draft Form 139 has resulted in identification of duplicating and unusually large holdings with some resulting reduction.

(5) WH. Substantial progress in the field as a result of the headquarters team but slow progress at headquarters.

(6) AF. By meetings with Records Officers and constant follow-up, substantial progress being made.

c. The Disposition Guide will be a very useful tool in implementing the paper purging program. The Disposition Guide, as a supplement to Chapter III, will permit systematic and substantial disposition progress at both headquarters and in the field. Certain divisions will utilize Form 139, Records Control Schedule, in preparing their inventory as required by Chapter III of the Handbook, although the form need not be completed with all the required signatures in each case. Once completed, Form 139 can serve as a useful source of statistical and other data on records management problems.

d. Meetings of the Division/Staff Records Officers are a good media for the RMOs to explain the Records Management Program and to follow-up on results. This, of course, does not vitiate the command responsibility for records management. DDP/RMO offered to attend such meetings when he could be helpful.

e. Certain desks and branches now hold files (not coded or numbered according to the official CS code file system) which contain record copies of CS documents or other information pertinent to the CS mission as defined in the CS Records Handbook. Such files must be integrated into the CS record system. FE, EE and SR indicated certain problems in this regard which DDP/RMO undertook to resolve with and other CS elements involved. 25X1

f. The inventory of footage required by Chapter III of the Records Handbook will provide basic information necessary for the CS Records Management Program. While separate reports of footage disposed of will be held to the absolute minimum, DDP/RMO should be kept generally informed of progress in this regard.

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g. DDP/RMO asked each RMO to outline a simple plan for their Divisions/Staffs to purge useless and marginal file holdings. Such plan must fit the requirements and peculiarities of the Division/Staff involved. DDP/RMO offered to assist in drafting such outline plan and to appear with the RMO involved in discussing such with the Division/Staff chief involved. [redacted] Assistant DDP/RMO, will be available from time to time as a team member to assist in the disposition of records in the Division or Staff.

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h. Miscellaneous Items:

a. Attention was invited to the request of AEXO for assistance in providing unclassified copy from a variety of typewriters in the CS to be used in testing photography for the [redacted]

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b. DDP/RMO mentioned that the problem of logging of classified documents in the CS was under study and that a draft CSI may be distributed at a later date.

c. It was agreed to drop the proposal to establish a separate form to be placed on the inner left side of Shadow Files. The suggestion that all auxiliary or non-record file folders be marked with a special color was left to the discretion of the Divisions and Staffs concerned.

d. Vital Materials (reference: CS Records Management Memorandum No. 3, dated 6 February 1960). Extra sensitive material, which is to be sealed in the CS and not opened at the VWR by other than the designated CS personnel, will be marked by use of a one-inch wide band of black scotch tape in order to facilitate identification and handling of such material at the VWR. This marking is in addition to the typed or stamped instructions on the envelopes as required by CSRM #3, para. 2.e.(2). A separate memorandum on this subject will be sent to the DDP/Records Management Staff, with copies to each RMO in the CS.

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[redacted]
Assistant DDP/RMO

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